

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 3, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-16

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act (ACA) Health Insurance Marketplace Information

OSUP Memorandum [#2016-56](#) advised agencies on the Affordable Care Act (ACA) subsidy notices. In an effort to ensure these notices are mailed to the correct location, please update the Health Insurance Marketplace information that is being provided to your newly hired employees. As a reminder, the written notice must inform the employee:

1. about the existence of Marketplaces, including a description of the services provided by the Marketplaces and how they can contact Marketplaces to request assistance;
2. that they might be eligible for a premium tax credit if they purchase a qualified health plan through a Marketplace and the employer's share of the total costs of their benefits under the plan is less than 60%;
3. and that they may lose any employer contribution and tax savings towards the cost of employer-sponsored coverage if they purchase a qualified health plan through a Marketplace.

Employers have been required by the United States Department of Labor (US DOL) to provide this notice to current employees and new employees at the time of hire since October 1, 2013 (see [Technical Release No. 2013-02](#)). The US DOL has a [model notice](#) available on their website for employers who offer a health plan to some or all employees. The Office of Group Benefits (OGB) has provided the attached information that agencies can provide to employees.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-16

November 3, 2016

Page 2

Fields 3-9 of Part B, Information About Health Coverage Offered by Your Employer (US DOL model notice), should be completed as depicted below. Fields 10-12 should contain your agency's central location contact information.

| | | | |
|--|--|---|---------------------------|
| 3. Employer name State of Louisiana - Office of State Uniform Payroll | | 4. Employer Identification Number (EIN) 72-1447520 | |
| 5. Employer address P O Box 94095 | | 6. Employer phone number (225) 219-9434 | |
| 7. City Baton Rouge | | 8. State LA | 9. ZIP code 70804-9095 |
| 10. Who can we contact about employee health coverage at this job? | | | |
| 11. Phone number (if different from above) | | 12. Email address | |

The 2017 Federal Health Insurance Marketplace Open Enrollment will begin November 1, 2016, and agencies may be asked by employees to complete the [Employer Coverage Tool](#) form. This should be completed using the same information as the marketplace notice.

Please direct all questions to a member of the Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

| | | | |
|-------------------|----------|-------------------|----------|
| Kenya Warren | 342-5357 | Desiree Jefferson | 342-5377 |
| Jodi Bullock | 342-5345 | Brandy Boyd | 342-5354 |
| Jessamye Charette | 342-5344 | | |

APH:LMG/par

Attachment: [OGB Marketplace Information](#)